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UPDATE ON OL ACTIVITIES FOR FY-88

OL QUARTERLY - 3 & 4 NOVEMBER 1988

Fiscal Year 1988 was a time of transition for the Office of
Logistics. [REDACTED]

[REDACTED] the New Headquarters Building was being completed at home, and OL had to change gears to meet new and different challenges. OL had to be ready to start moving furniture, files and equipment for thousands of people to the new building. The new facility would need maintenance and services of all types, and renovations had to be started to provide for expanded cafeteria space and backfill at the Original Headquarters Building. Along with the transition, came a new commitment from OL to dramatically improve the level of customer services from the OL components across the board. At the forefront of this commitment was the reorganization of OL, a resolution to streamline processes, eliminate overly bureaucratic procedures, and gear the mode of operation to the needs of OL's many customers.

(Video and still shots for this segment show shots of [REDACTED] NHB, and the FMD supply room customer service area... At the end of this narrative segment, music is dubbed in for several seconds and shots of OL people at work are displayed.)

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25X1 In FY 88, OL completed construction of the New Headquarters
Building (NHB) on the Headquarters Compound. FMD designed space
configurations, installed carpet and partitions, and scheduled
and conducted the moves. The [] Computer Center and the
Agency Telephone Operations Branch were moved into the NHB in
25X1 May and June of 1988. A BSB Crew moved the [] Center from
OHB to NHB over the Memorial Day Weekend. The effort involved
the move of 69,000 tapes and 260 pieces of equipment with a
weight in excess of 42,000 lbs. Due to superb coordination and
team effort by the BSB crew, the move went smoothly.

The Office of Technical Services moved into the NHB in July.
OSWR was moved in August and OEA, NESA and MPSS were moved in
September. OIT is scheduled to move in November/December.
Portions of some DA support components will move in October.
During 1989 components will be moved into the remainder
of the center core area and South Tower.

The first components into the remainder of the center core
area and South Tower will be the Office of the Inspector General
and the Office of the General Counsel. The last components to
move into NHB will be portions of the DA's Office of Personnel,
Office of Security, and Office of Logistics.

Headquarters Compound roads were repaved and restriped, and new curbing and lights were installed. The Route 123/193 Roadway improvements and the Visitor Control Centers were also completed.

25X1

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The Harry E. Fitzwater Children's Day Care Center has been funded for the Agency. It is designed to accommodate 100 children from 3 months to 5 years old. Construction began in late summer of 1988 ????? just west of the main entrance gate, bordering the South parking lot on the Scattergood-Thorne tract. The first enrollment will be through a lottery selection.

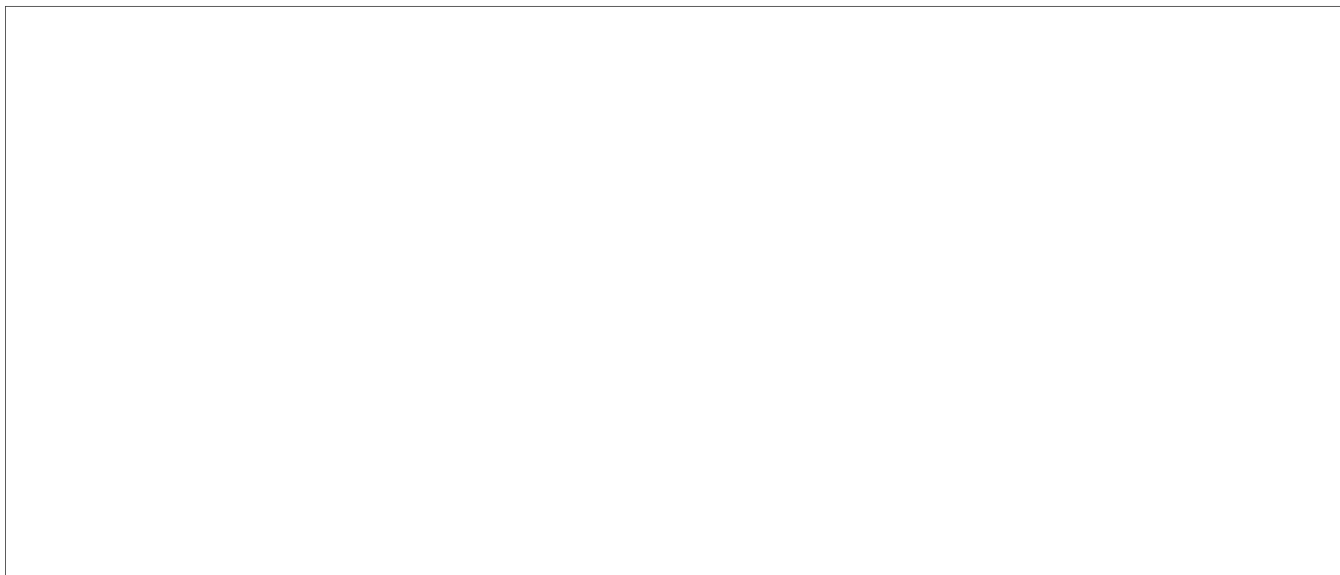
OHB & NHB renovation, repair, maintenance and construction has involved approximately 367,000 sq. ft.

In FMD, Project Officers ^{were} ~~are~~ monitoring 314 projects at \$2.9 million. (UPDATE) *(in 3rd Qtr FY88)*

On 16 May work was begun on Phase I of the Headquarters cafeteria expansion. This phase will provide a new serving line, 200 additional seats, new locker rooms for the kitchen staff, and expansion of the Credit Union loan offices. The completion date for this phase is 30 November 1988.

In July, the parking deck on the Headquarters Compound was opened for use. ('87 ????????)

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In the second quarter of FY 88, P&PG printed [] Personal History Statements and [] Employee Benefits Statements as well as 51 DCI Conference Briefing Packages in addition to routine work.

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Although P&PG prints over 1,000 jobs per month, there are two publications produced daily which can never miss: the President's Daily Brief (PDB) and the National Intelligence Daily (NID). These publications are known as the "Flagship Publications." Regardless of the effort required, they must always be available for dissemination to selected senior government officials by 5:30 a.m. daily. In FY 88 P&PG management assembled a cadre of craftsmen to process only the Flagship Publications daily--the Flagship Team. ~~As a team,~~ The idea is to more effectively utilize the limited human resources of P&PG while maintaining the same high level of service for essential overnight publications. Throughput time for the publications improved significantly.

An additional \$1.2 million was approved in FY 88 for P&PG's Copier Management Program. This move will ensure continued cost effectiveness and responsiveness for the program.

A Canon Color Laser Copier was placed in service in P&PG during the 3rd Qtr FY 88. Satisfied customers have come from all Agency components and the Intelligence Community. Some products have been delivered to the White House.

P&PG printed an unclassified version of the World Factbook. The publication had 300 pages of text and 13 full color maps. The 25,102 copies required 36 rolls of 35-inch paper. The amount of paper used would stretch from Washington, DC to Pittsburgh. They also published a classified version.

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P&PG was honored during the 3rd Qtr FY 88 with a Meritorious Unit Citation, the first one ever bestowed on P&PG. The citation was in recognition of P&PG's performance during the period 1 February 1987 through 15 August 1987. P&PG employees not only carried out their normal responsibilities in a truly professional fashion, but many also served with distinction on the OL Flying Squad. These volunteers carried out critical assignments throughout the world, performing tasks outside their respective tradecrafts.

Wider reputation center



On 16 May the Agency Contracts Group, on behalf of the Intelligence Community Staff (ICS), completed negotiations with the Mitre Corporation for a \$1.5 million contract to provide the ICS with access to a broad range of information through two sharing networks available to intelligence analysts. Both systems will result in a compartmented mode intelligence analyst workstation.

25X1

The Flying Squad Medallion was designed for OL careerists who have successfully completed a Flying Squad assignment. In the First Quarter of FY 88, the first 34 medallions were awarded.

On 6 July, a question and answer session was held at Headquarters on the new Facilities Management, MLF, Career Subgroup. This session was open to all. If you need any additional information, you may contact [redacted]

25X1

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OL published a Facilities Management Career Handbook in May 1988. It outlines training experience necessary for career progression in the facilities management field. For a copy, contact [redacted] P&TS, [redacted] or [redacted] Facilities Management Division, [redacted]

25X1

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One-Hour "Brown Bag" Lunch Sessions were held in June. These were conducted by the Chief, Operations Support Branch and they covered Cable reading, writing, and understanding. Eighteen students successfully completed the workshops.


The first group of eight Contracting Officer Interns (COIs) graduated in February '88. The program provided them with the training and experience to negotiate, administer, and settle Agency contracts. Another group of four completed the program in June of 88.

Certificates of Achievement, along with the Contract Officer Certificates of Appointment, were presented to the four contract officers who successfully completed the Contracting Officer Intern Program. Among the many stringent requirements of the program are completion of 13 required internal and external training courses and completion of two on-the-job assignments as a contract officer.

what about the first 8 COIs?

Certificates of Appointment were given to 81 contract officers in February to signify that they had met Agency training and other standards for becoming contract officers.

25X1



The Commercial Logistics Applications System (CLAS) became operational in October with the advent of the Inventory and Bill of Materials packages for use by the Supply Group. CLAS represents the unification of the efforts of OL, OIT and OF to provide an integrated Agency system to replace existing systems and to provide real-time funds control.

P&TS, with a big assist from P&PG, prepared and distributed to all Log careerists individualized Employee Personnel Profiles dated January 1988.

25X1 Sixteen OL careerists attended the fourth running of the OL Midcareer Course under the direction of [] in the First Quarter.

25X1 Seventeen OL careerists attended the fifth running of the OL Midcareer Course [] in the second quarter. [] was the course coordinator.

25X1 In March, the Director of Logistics held an off-site OL Executive Conference to formulate an OL Customer Relations/Quality Control Program for 1988. Specific action plans for the year were developed and approved for each OL component. A follow-up meeting was held [] in July.

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The Reorganization of OL was implemented in FY 88. The Office of the Director was reorganized with the creation of new positions for an Executive Officer (EO) and a Procurement Executive (PE). Line management in OL was reconfigured so that the Groups now report directly to the Director and Deputy Director. OL staffs report to either the EO or the PE, as appropriate. The OL Groups were formed as the year progressed and Group Chiefs were appointed ~~in late FY 88~~ *to become for 3 years as of 1 October '88*. At that time, the Logistics Career Board was reconstituted, with each Group Chief serving as a voting member. FMD IMSS other staffs

In all these efforts, it was the people of OL that made the difference! Our personnel are our most valuable resource...

(Fade to several shots of OL people at work, teams, etc.)

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*Procurement statistics and mention outstanding procurements.
Personnel statistics
Training (new course for supervisors)*